

How do I get started with Excel?

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Excel is a powerful spreadsheet software that allows users to organize, analyze, and visualize data. To get started with Excel, one must first have access to the software, either by purchasing it or through a subscription. Once the software is installed, the user can begin by creating a new workbook or opening an existing one. It is recommended to familiarize oneself with the various features and functions of Excel, such as formatting, formulas, and charts, to fully utilize its capabilities. Additionally, there are many resources available, such as tutorials and online courses, to help beginners learn and navigate Excel efficiently. With practice and exploration, one can become proficient in using Excel for various data management and analysis tasks.

Excel Get Started

Office 365

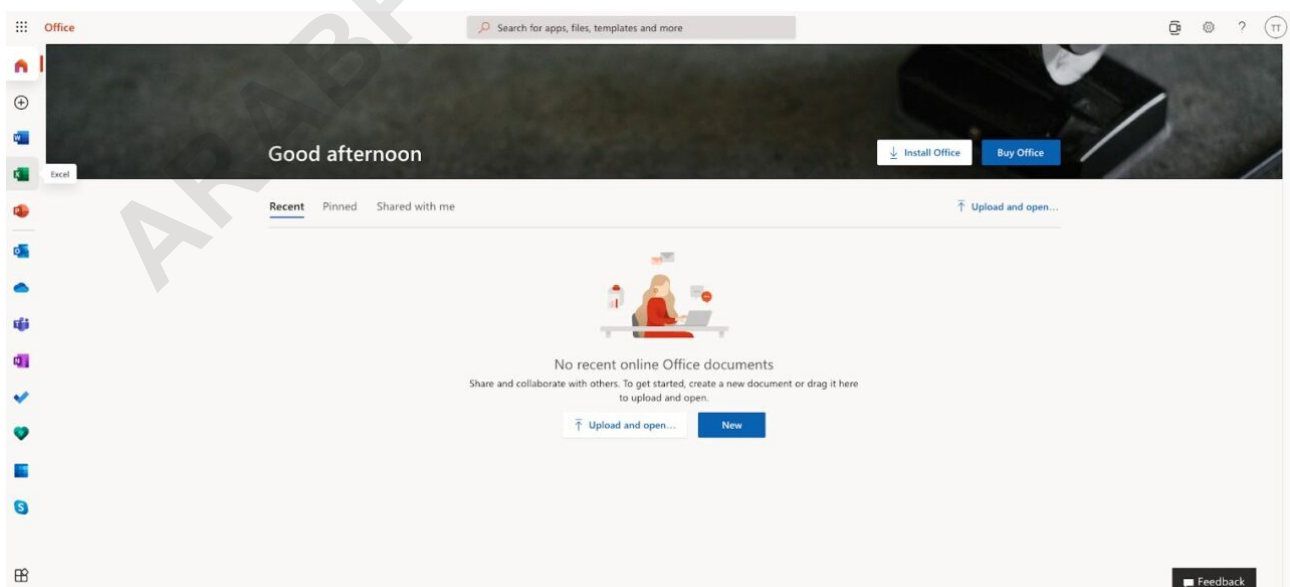
The easiest way to get started with Excel, is to use Office 365.

Office 365 does not require downloading and installation of the program. It simply runs in your browser.

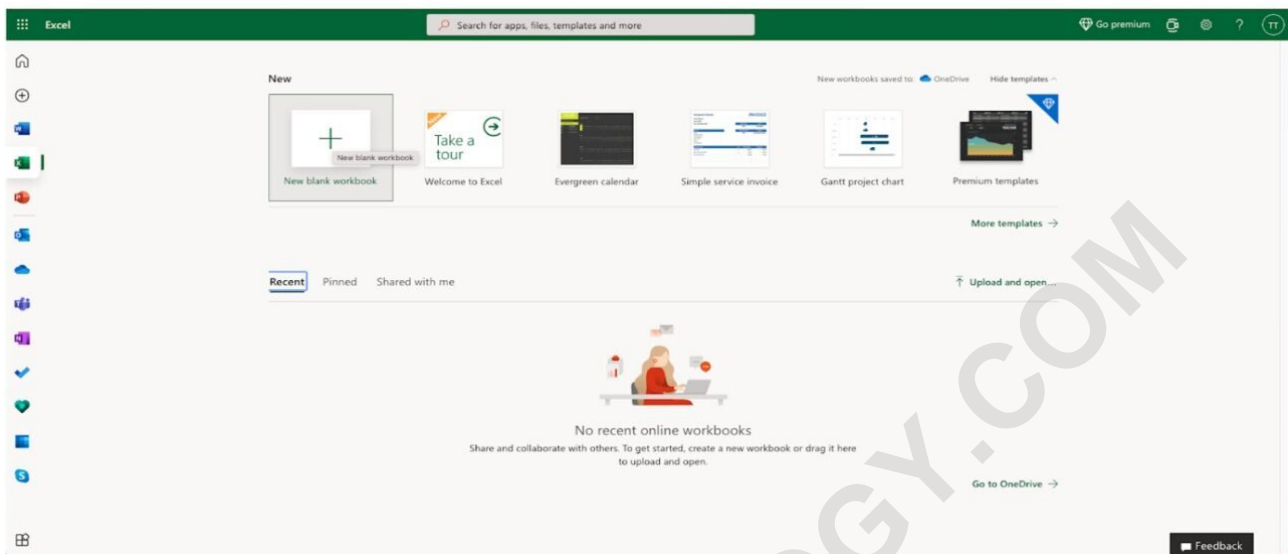
In our tutorial we will use Office 365, which can be accessed from www.office.com.

Install

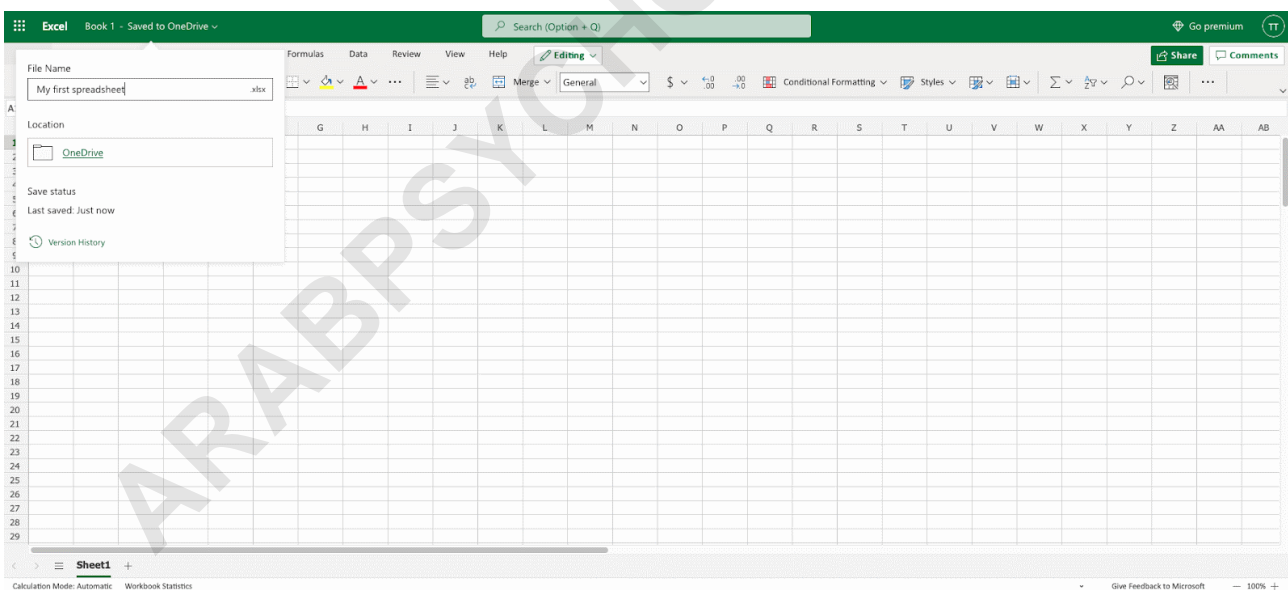
Once you have successfully logged into Office through www.office.com, click on the Excel icon on the left side to enter the application:



After entering the Excel application, click on the New blank workbook button to get started with a new workbook.



Enter a name for your workbook, and hit the enter button:



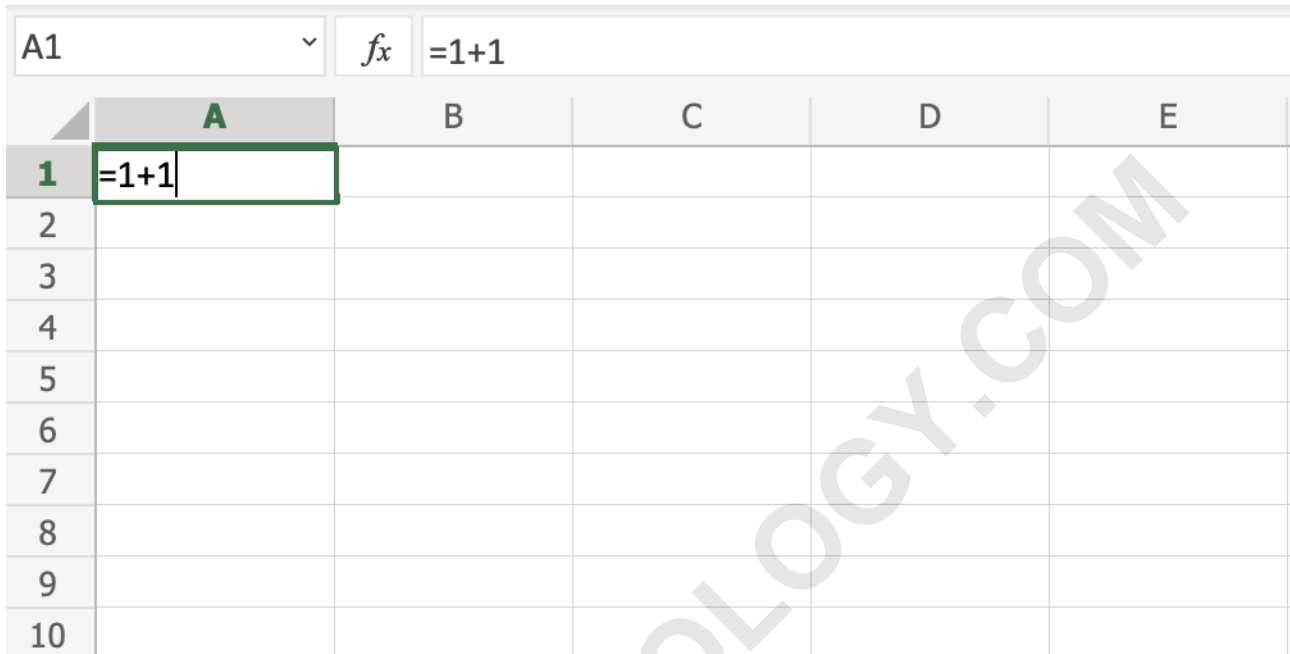
The Excel view has columns and rows, similar to a squared math exercise book.

Do not worry if the functionality looks overwhelming at first. You will get comfortable as you learn more in the chapters to come.

For now focus on the rows, columns, and the cells.

Ok. Let's make a function!

First, double click the cell **A1**, the one that is marked with the green rectangle in the picture. Second, type **=1+1**. Third, hit the **enter** button:



The image shows a screenshot of an Excel spreadsheet. The active cell is A1, which contains the formula **=1+1**. The formula bar at the top shows the formula being entered. The spreadsheet grid shows columns A through E and rows 1 through 10. A green rectangle highlights cell A1. A large watermark 'ARABPSYCHOLOGY.COM' is visible diagonally across the spreadsheet.

	A	B	C	D	E
1	=1+1				
2					
3					
4					
5					
6					
7					
8					
9					
10					

Copy Values

Congratulations! You have typed your first function,
1+1=2.

[★+1](#)

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